CITY OF HOUSTON
Job Posting

1	**Applications accepted from:**	**ALL PERSONS INTERESTED**
2	**Job Classification**	**Senior Staff Analyst (Executive Level)**
3	**Posting Number**	**PN# 103680**
4	**Department**	**Houston Airport System**
5	**Division**	**Marketing, Communications, & Community Affairs**
6	**Section**	**NA**
7	**Reporting Location**	**16930 John K. Kennedy Blvd.***
8	**Workdays & Hours**	**Varied, normally M-F ***
		*Subject to change

9 **DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Assists in the development and implementation of a public relations plan for the Houston Airport System. Acts as a liaison between HAS and the local business community. Establishes and maintains relationships with area chambers of commerce, local governments and community organizations. Collaborates with staff to manage assigned initiatives; provides trend assessments. Develops and supports community events and assists in the development of research initiatives to evaluate public relations program effectiveness. Responsible for special marketing projects as assigned by Deputy Director and Deputy Assistant Director of the division. Other duties as assigned.

10 **WORKING CONDITIONS**

Performing these duties will involve: observing and differentiating details; attending to details amid distractions; problem identification and analytical skills; managing multiple priorities; ability to interpret technical and detailed guidelines; writing and speaking effectively; proposing and implementing a course of action; and dealing with individuals and groups in a professional manner. Regularly utilizes a personal computer and word processing, spreadsheet, and database software application. Operate city vehicles; occasional walking, standing or sitting for extended periods, and lifting up to twenty (20) pounds. May require visiting sites at the various airport locations. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Bachelor's degree in Business Administration, Public Administration, or a field directly related to the type of work being performed.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

14 **PREFERENCES**

Fluent in a foreign language and aviation or international business experience. Personal computer skills highly desirable. Ability to communicate effectively both orally and in writing. Ability to work professionally and courteously with airport personnel and outside suppliers and vendors.

15 **SELECTION/SKILLS TEST REQUIRED**   Application review and/or interview.

16 **SAFETY IMPACT POSITION**   ☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

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Salary Range - Pay Grade 28

$2,129.00 - $2,481.00 Biweekly $55,354.00 - $64,506.00 Annually

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18 **OPENING DATE**   MARCH 23, 2005

19 **CLOSING DATE**   OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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An equal opportunity employer

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